



S&B Overview

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What is the Safety and Buildings Division?

- √ A division within the Department of Commerce, providing health and safety services to the public after studying processes to find the best practices for effectiveness, balance, consistency, and efficiency.
- √ 171 people (199 positions authorized, including code consultants) based in six “full-service” offices and a number of other locations around the state.*
- √ Safety and Buildings Division Mission Statement:
“To promote the safety, health, and welfare of the public through effective and efficient regulations, education, and enforcement.”
- √ S&B was reorganized in May 2003 from three bureaus to two, Integrated Services and Program Development. The work and staff of the previous third bureau, Field Operations, became part of Integrated Services. In November 2003, the Wisconsin Safety Consultation Bureau was transferred to S&B.

* “Full-Service” identifies offices with full-time plan review and reception, among other services.

Safety and Buildings Division Full-Service* Offices

Hayward:

10541N Ranch Rd.
Hayward WI 54843
715-634-4870 Phone
715-634-5150 FAX

Shawano:

1340 East Green Bay Street
Suite 300
Shawano WI 54166
715-524-3626 Phone
715-524-3633 FAX

Green Bay:

2331 San Luis Place
Suite 150
Green Bay WI 54304
920-492-5601 Phone
920-492-5604 FAX

La Crosse:

4003 N. Kinney Coulee Rd.
La Crosse WI 54601
608-785-9334 Phone
608-785-9330 FAX



* "Full-Service"
identifies offices with
full-time plan review
and reception, among
other services.

Madison:

201 West Washington Avenue
PO 7162
Madison WI 53707
608-266-3151 Phone
608-261-6699 FAX

Waukesha:

141 NW Barstow St
Waukesha WI 53186
262-548-8600 Phone
262-548-8614 FAX

Reasons for providing health and safety services to the public

- Public demand;
- Historical experience with health and safety dangers;
- An established commitment of Wisconsin residents to protection of the natural environment;
- Recognition of the importance of equity services - for example, ensuring access for people with disabilities.

Influences on service provision:

- State legislative mandates;
- Business, labor, or other interest groups request regulation;
- Federal legislation prompts action;
- National or international marketplaces and standards change;
- Technology advances.

Decisions on what services are provided and how they are provided

- The Safety and Buildings Division has been given **statutory mandates** by the state legislature and governor. These leaders are chosen by the public making choices at the ballot box.

- The division is part of the executive branch of state government, working in concert with other agencies, recommending and implementing **executive branch policies**.

- The division has rules and processes to carry out the mandates and policies. The administrative rules are developed by division staff, after extensive research, with **input from advisory councils, public hearings, and comments**. The rules are **reviewed and approved by legislative committees**. Work processes are developed by division staff and reviewed by division customers.

Safety and Buildings Division's customers and partners

◇ **Customers are a focus for the division.** We want to provide service that is professional, accountable, and responsive to people who are both our customers and our partners.

◇ The division has **two mutually inclusive groups of service consumers:** people and environments we protect, and those we regulate. Daily contact occurs with both groups.

◇ **Examples of people we protect:** general public who enter buildings; who use amusement rides; who travel in elevators; who use groundwater; or who use boiler or plumbing systems.

◇ **Examples of people we regulate:** building designers, plumber apprentices, elevator installers, governments, fire sprinkler system owners, water filter manufacturers, or refrigerant businesses.

◇ Local, state, and federal units of government, non-governmental agencies, and code committee advisors are examples of our **partners**.

Many services the Safety and Buildings Division provides relate to the construction and operations of buildings

Services the division provides:

- Consultation with designers, contractors, owners, and public officials about codes and installations.
- Credentials for 58 categories of professionals in building-related fields, approximately 52,000 credentials for 45,000 individuals.
- Review of plans in advance of construction for buildings, elevators, plumbing systems, gas systems, swimming pools, manufactured home parks, fire protection systems, and private onsite wastewater treatment systems.
- Regular code-compliance inspection of public building construction, and inspection of other buildings upon complaint or request.
- Education of inspectors and other people with credentials administered by the division.

Expertise exists in the division concerning:

- building design;
- elevators;
- electrical and lighting systems;
- heating, ventilation, and air conditioning systems;
- plumbing;
- private onsite wastewater treatment systems;
- energy conservation;
- manufactured/mobile homes;
- building safety;
- federal OSHA regulations;
- boilers;
- gas systems;
- and more.

Other health and safety fields in which S&B is active:

- + Fire prevention
- + Rental Unit Energy Efficiency
- + Soil Erosion Control
- + Structural Welding
- + Public Swimming Pool Construction
- + Refrigeration Systems
- + Amusement Rides and Attractions
- + Explosives and Fireworks
- + Mining Safety
- + Public Employee Workplace Safety
- + Private Sector Workplace Safety
- + Wisconsin Fund for Failing Onsite Wastewater Treatment Systems
- + Tramways, Lifts, and Tows

Division Vision and Values

1. Protecting Safety with Efficiency and Effectiveness

- a. Division staff consciously work for efficiency in S&B processes, aiming for the lowest input cost for the desired level of service.
- b. Regulation is combined with consultation, education, and reasonable practical cooperation.

2. Planning, with data used in setting priorities

- a. The division has committed to a “Best Practices” process, re-engineering work processes and information technology across division functions.
- b. The Bureau of Program Development does short- and long-term planning, and promotes change implementation.
- c. Training is provided to staff members to reinforce skills and knowledge, and to put new processes and technology in place.

Division Vision and Values

3. Listening to customers

- a. The Safety and Buildings Division holds regular meetings with groups of service consumers to provide and receive information.
- b. We have reorganized and reinvigorated our code advisory councils.
- c. We survey our customers to elicit their opinions and suggestions. They evaluate our work.
- d. We have to balance needs that are sometimes conflicting, and to manage limited resources.
- e. We respect and trust our staff members as experts in their disciplines. They are involved in planning and decisions.

Division Vision and Values

4. Coordinating efforts

The division administrator, deputy administrator, and three bureau directors are the S&B Management Team leaders. Kimberly Walker, Ron Buchholz, Randy Baldwin, Bob DuPont, and Hampton Rothwell communicate and cooperate in making decisions with input from program managers, section chiefs, and program staff. The S&B Management Team also works with other managers in the Department of Commerce.

- ♦ *S&B Program Managers in the Program Development Bureau do planning, policy evaluation, procedure development, and code development for multiple programs on a division-wide basis.*
- ♦ *Section Chiefs in the Integrated Services Bureau supervise staff in specific programs and locations who provide inspections, field consultations, plan review, design consultation, product evaluation, and credentialing. Chiefs also have specific programmatic assignments for the bureau. Chiefs help develop and implement uniform policies and procedures for S&B program services.*

For consistency and efficiency, program managers and section chiefs must work together across programs and across division functions.

Safety and Buildings Division Programs Listed

- > *Amusement Rides and Attractions*
- > *Boilers and Pressure Vessels*
- > *Clean Indoor Air Act (Signage for Smoking Regulation)*
- > *Commercial Buildings*
- > *Credentials*
- > *Electrical and Lighting Systems*
- > *Elevators*
- > *Energy Efficiency*
- > *Explosives and Fireworks*
- > *Fire Protection Systems*
- > *Gas Systems (Anhydrous Ammonia, Compressed Natural Gas, Liquid Natural Gas, Liquid Petroleum Gas)*
- > *HVAC Systems*
- > *Manufactured/Mobile Homes*

more on next page

- > *Mine Safety*
- > *Multifamily Dwellings*
- > *One- and Two-Family Dwellings*
- > *Plumbing Systems*
- > *Private Onsite Wastewater Treatment Systems*
- > *Refrigeration Systems*
- > *Rental Unit Weatherization*
- > *Safety Consultation (Public Sector) and
Worker's Compensation Accident Investigations*
- > *Soil Erosion Control*
- > *Structural Welding*
- > *Swimming Pools (Public)*
- > *Tramways, Lifts, and Tows*
- > *WisCon - Private Sector Safety Consultation*
- > *Wisconsin Fund Administration*

Bureau of Integrated Services

The field staff of the Bureau of Integrated Services (IS) provides consultation and inspection services throughout Wisconsin. IS field staff work closely with local officials, educate the public and regulated industries, enforce compliance with health and safety codes, and assist with an extended range of technical issues from amusement rides to wastewater treatment. (In 2003 a former S&B field operations bureau was eliminated and staff members were successfully merged into IS.)

Bureau of Integrated Services office staff provide plan review, consultation, continuing education, product evaluation, and credentialing services. The Customer Service Centers in S&B offices are part of this bureau.

Contact bureau services at 608-266-7548.

Bureau of Program Development

The Bureau of Program Development (PD) helps lead individual programs with division-wide planning, and policy, code, and procedure development.

PD staff process code work and act as liaison with customer groups.

Contact bureau services at 608-266-8741.

Bureau of Wisconsin Safety Consultation

The Bureau of Wisconsin Safety Consultation provides workplace safety and health consultation and education to private sector employers with fewer than 250 employees on site.

Contact bureau services at 800-947-0553.

Code Development: Strategies to reach adequate and reasonable rules

One priority of the division is developing and maintaining adequate and reasonable contemporary administrative codes.

1. Focus on the division mission to “promote the safety, health, and welfare of the public through effective and efficient regulations ...”
2. Ensure involvement of the general public and, where appropriate, of advisory councils. Remember Wisconsin rules are parts of national and international systems.
3. Review existing rules to move toward repeal of outdated and ineffective rules.
4. Have formal evaluation processes to consider public safety, economic benefit/cost balance, and environmental impact.
5. Test ideas before implementation.

S&B Advisory Councils

The division has strengthened the role of citizen advisory councils by working with them for virtually all administrative rule development projects. Three standing “Umbrella Councils” collaborate with division staff, as do a number of as-needed “Specialty Councils.” The Oversight Councils review and advise concerning the code efforts of division staff and the Specialty Councils.

Umbrella Councils

- ☆ Commercial Building Code Council
- ☆ Multifamily Dwelling Code Council
- ☆ Uniform Dwelling Code Council

Specialty Councils

- ☆ Amusement Ride Council
- ☆ Boilers and Pressure Vessels Council
- ☆ Contractor Financial Responsibility Council
- ☆ Electrical and Lighting Systems Council
- ☆ Elevators Council
- ☆ Explosive Materials Council
- ☆ Fire Department Safety and Health Council
- ☆ Fire Prevention Council
- ☆ Fire Sprinkler Systems Licensing Council
- ☆ Gas Systems Council
- ☆ Heating, Ventilating, and Air Conditioning Council
- ☆ Historic Building Council
- ☆ Manufactured Home Dealers and Salespersons Council
- ☆ Manufactured Homes and Home Parks Council
- ☆ Mechanical Refrigeration Council
- ☆ Plumbing Systems and Licensing Councils
- ☆ Privately Onsite Wastewater Treatment Systems Council
- ☆ Public Swimming Pool Council
- ☆ Rental Unit Energy Efficiency Council
- ☆ Soil Erosion Council
- ☆ Structural Systems Council

Relationships With Municipalities and Agents

Certified Municipalities for Commercial Building Plan Review and Inspection:

- ♦As of January 1, 2005, there were 150 municipalities certified to review and inspect new commercial construction not exceeding 50,000 cubic feet, additions that would not exceed a total volume of 50,000 cubic feet, and alterations of existing structures 10,000 square feet in area.

Certified Municipalities for Commercial Building Inspection Only:

- ♦As of January 1, 2005, there are 20 municipalities certified to inspect all commercial buildings regardless of size within their municipal boundaries, but which have chosen not to review plans.

POWTS County Code Administrators:

- ♦Wisconsin's 72 counties have private onsite wastewater treatment system (POWTS) roles reviewing soil reports, issuing sanitary permits, and inspecting POWTS installations.

Uniform Dwelling Code Enforcing Municipalities:

- ♦With a law change in December 2003, all municipalities in Wisconsin are required to enforce the Uniform Dwelling Code, the building code for one- and two-family dwellings built since June 1, 1980. Previously municipalities under 2,500 population could choose to not enforce the code. (New enforcement in some areas was legislatively delayed until January 1, 2005.) S&B certifies various types of UDC inspectors, and is in the process of organizing a statewide system of UDC Inspection Agencies to provide services for those municipalities which do not choose to organize enforcement themselves.

Plumbing Agent Municipalities:

- ♦There are 11 municipalities authorized to review commercial plumbing plans for projects within their boundaries, other than health care facilities and state-owned facilities.

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Relationships With Municipalities and Agents

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Other Private Inspectors:

- ♦ Safety and Buildings certifies private inspectors to provide inspection services and file reports to support the division's rental energy efficiency, cross connection testing, boiler inspection, elevator inspection, UDC, and POWTS-maintainer programs. The division sees its role changing in terms of private inspection vendors where S&B cannot or chooses to not provide services.

City of Milwaukee:

- ♦ Milwaukee does all commercial building plan reviews and inspections, agent municipality for plumbing plan review, and is S&B's agent for boiler cyclical inspections and elevator cyclical inspections.

Cities of Janesville and Madison:

- ♦ Janesville and Madison have delegated authority that includes all plan reviews and inspections.

Fire Protection:

- ♦ Appleton, Burlington, Madison, and McFarland are delegated agents of S&B to perform plan review and inspection of fire detection and suppression systems.

Special Delegations:

- ♦ A number of municipalities have also elected to become agents where their authority is based on their abilities and municipal needs. The City of Oak Creek has been delegated agent status to perform plan examination on conventional frame and masonry construction not exceeding two stories. Beloit, West Bend, and Mequon have chosen to perform plan reviews involving alterations only.